

**ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

**SCAN COMMITTEE**

**Meeting Minutes**

June 17, 2020, 9:30 AM to 12:00

Via WebEx

Call to order: Chairperson Diane Scruggs

1. **Introductions** – Members in attendance were Elaine Bailey-Johnson, Mary Bennett, Veatrice Crawford, Mary Jane Forney, Mary Hardy Hall, Joe Hemphill, Patricia Martin, Alicen McGowan, Delilah Nelson, Diane Scruggs, Denise McCaffrey, Shauna McGuire, Judi Bradley, Alice Staley and Jaclin Davis.  
**Absent** were Jackie Sharp, Cynthia Savage, and Ann Deuel.  
DCFS staff in attendance included Director Marc Smith, Lindsay Hyman, Linda Moore, Helena Buckner and Shirley Davis-Barsh.
2. **Acceptance of By-Laws**- Nothing new in them. A quorum is needed to vote on these. Diane asked for a motion. Veatrice made the motion, Shauna seconded it. All were in favor none were opposed. **The new By-Laws were adopted.**
3. **Review and Accept Minutes**- Members were asked to review the draft minutes in preparation of voting. Motion to accept the Dec and Feb minutes by Mary HH, Jaclin seconded, all were in favor none were opposed.
4. **Review Annual Report**
  - a. 2020 CRP report submission (Lindsay Hyman)-Final draft should be coming at the next SCAN meeting. Lindsey will send this out to members when complete.
  - b. Schedule Annual File Review - Schedule for late summer early fall? Can this be done and keep everyone comfortable with this? Perhaps an auditorium space? Is it possible to access to have cases on the computer to be read? Lindsey will talk to Shirley about this with changing times considered. Maybe Jim from IT could assist? Elaine encouraged members to be willing to try this virtual method. Diane would need preparation time to read the docs. Mary Jane would need two monitors to do this. A format redesign may be needed, and each member might do a single file. Denise pointed out that the conference this year is undecided, it may not happen in Oct on the 22 - 23<sup>RD</sup> IN Springfield.  
Healthcare is preparing for second wave in August. Diane asked if members could get PPE for a conference or meeting? DCFS provides families PPE when they come to an office. Maria Miller said offices will provide masks to anyone in an office.  
Diane is proposing an electronic file review in October.
5. **Status Update on SB2343** - Helena from Legislative Affairs gave us an update. Everything is on hold. A lottery may be put in place at the next session. Helena Buckner will email with Linda on this.  
Diane wants to find the budget that Ann Deuel prepared and send a written proposal to the Director. It will be sent to members for review prior to submission.
6. **Establish a Budget for SCAN**

- a. Activity Approval (Liaison Lindsay Hyman)- Lindsey put together an activity flowchart on the course of actions members should take if they want to hold an activity.
  - b. Potential Date to Visit the Simulation Lab- Members would like to put this on hold. Lindsey has worked on this. SCAN just needs to let her know when they want to do this. Diane wondered if 2-3 people could do this in small groups. Diane wants to keep this on the agenda.
  - c. Outstanding Vouchers (Liaison Lindsay Hyman)- Lindsey wants to make sure that anyone with outstanding vouchers are submitted ASAP.
7. **Ethics/Sexual Harassment Training Reminders** (Liaison Lindsay Hyman)-Lindsey said there have been changes since her email on Friday. Don't use the link. It is pushed back to July 1<sup>st</sup>. She will send a new link. Jaclin has completed the training already. If members can use that link sent last Friday go ahead and complete it. Mary jane Forney sent hers in already.
8. **Meeting Schedule for the year-**

Wednesday, August 19, 2020

Wednesday, October 21, 2020

Wednesday, December 16, 2020

9. **MEET WITH DIRECTOR MARC SMITH** – He joined us from Seattle. He wants to make sure that children are the priority at DCFS. His priority comes down to Safety. How do we make sure the kids are safe? He took the CERAP test when he started as director to update his training. He has an office in the Joliet Field Office, so he is connected to the day to day work. He previously was at Aunt Martha's as Director. He did direct supervision while he was there. His desk allowed him to hear family visitations and say hello to the children. They divided up and restructured the leadership component at DCFS. This process has really paid off for DCFS. Jim CIO from DCFS IT came to his Aunt Martha's farewell party and welcomed him. Jim wanted to update the way DCFS uses technology. Jim was key in the transition from office work to home based work with in 2 weeks. This was a huge accomplishment. IT problems are decreased, call off time is off. His background includes private agency and DCFS employment. He helped develop foundations training at DCFS.

Able to quickly acquire PPE. Stayed in touch with county court systems. Talks weekly with ICOY. We were able to use the system we put in place to transition quickly to home-based system. Safety of the children was maintained despite COVID challenges. He has partnered with ACLU.

Diane referred to the question on the hotline. How is it working to do this with at home based workers? Will it return to the typical structure?

We will be doing business in new ways going forward. We have not lost any capacity in transitioning home. Partly due to building the IT capacity with laptops for workers. We will maintain capacity with working from home. Support staff will have a presence in the office. A high percentage of our staff will be working from home. We will expand hotline services beyond Springfield and Chicago to the Northern and Southern Regions.

Diane asked about COVID impact on the ability of investigators to do home visits. Are court petitions backlogged? This concern was aggressively addressed to protect the safety of families and of the staff. Procurement had to order a billion dollars' worth of safety equipment quickly. He got the equipment at a rate no one else was able to do resulting in keeping kids and staff safe. Staff did this while based out of their home. Investigative staff never stopped doing in person investigations.

Some visits were done outside for safety. There are 102 court systems state-wide. Courts maintained their shelter care capacity.

Diane asked about DV and COVID making it worse. Director said that we are consumers. We maintained payment structures for foster care. Within the department we have not found an increase in DV because funding and capacity were kept in place. The committee would like any data on this.

Shauna is concerned that we are entering phase 4 and it is marked by outbursts and aggressive behavior. Is DCFS prepared for this? As we re-enter society are, we prepared for this and are we using this research to prepare for this to happen? The Director is looking forward to hearing this data and would like advice on this from SCAN. The clinical team is looking at some studies and the impact of this isolation on our kids. We increased the contact with our kids due to this concern. Visitations are opening now. We are monitoring how our kids are adjusting to the return to society.

Judge Martin wonders if virtual visitation will be part of court testimony going forward. As we transition to in person visitation in the next couple of weeks and we are looking forward to evaluating to impact of this change. Participation rates may be affected. We are asking providers to provide us with this information also.

Elaine Johnson told the Director, God Bless you for joining us today. We are also concerned about the safety of our children.

Mary Jane Forney asked about the COVID affect on our residential partners. We worried about them shutting down, but they were brilliant at this time. They showed compassion and dedication to our kids and we did not have any exit of partners during this time. Kids on the run were able to be brought back in, even those who tested positive. Aunt Martha's pulled together a specialty site for kids who tested positive. DCFS worked with Aunt Martha's and put respirators in the house. An injunction had to be defeated to continue this program. The residential system did very well. Diane observed that a blending of services might be helpful.

What is the possibility of SCAN having an established budget? This has been a struggle annually. Budgetary issues should be submitted in writing and he will have his staff prepare a robust answer.

Mary Jane is a former DCFS employee, her peers are having about difficulty getting into state buildings and hotels. Could we get ID pictures that say we are SCAN members? The Director asked for clarification, then he asked for a letter to say that they are working with DCFS and would like to have an ID. So please put in a request.

Diane asked to be informed of ways that SCAN can help DCFS accomplish their goals especially regarding CERAP and safety. What should SCAN address and please let SCAN know of this.

Is there an anticipated date for DCFS to return to normal? Director always reads SCAN minutes. We will never go back to the old normal. We are increasing our capacity to do tele-work. The capacity for doing child in person visits will happen in the next couple of weeks. Hopefully by mid-July we hope to improve in person visitations. None of the field offices have been closed. We are the only state agency that remained open for business and have always been available to the community.

Shauna asked about the southern 7 counties where day cares are not being reimbursed by DCFS for foster children. Several agencies have made this claim and he would like any documentation that shows this to be sent in. Shauna will forward these emails to Maria Miller DCFS to be addressed.

Diane asked if the Director could meet with SCAN quarterly.

Diane asked Maria if could send changes to Linda to send to the committee announcements related to changes in procedures due to COVID. Lindsey will provide guidance to Linda on what to send to SCAN. "Procedure update" in email subject line. Veatrice asked about access to the DNET. Members can put these emails in an email folder to help organize them.

10. **Public/ General comments** - Mary Hardy Hall appreciated the productivity of this meeting. Shauna will prepare a short synopsis about society behavior related to isolation and DV. Veatrice also appreciative of having a good meeting.

Veatrice moved to adjourn the meeting and Jaclin seconded, all were in favor.

#### **Section 428.10 Purpose (SCAN)**

This Part describes: a) those committees established by State law or by this Part to advise the Department and to provide a forum for exchange between government and community and to encourage long term development and maintenance of systems of social services which are effective, efficient and humane;